

APPENDIX I

GLOSSARY

ABBREVIATION—A shortened form of a written word or phrase used in place of the whole.

ACCESS—The ability and opportunity to obtain knowledge or possession of classified information.

ACRONYM—A word formed from the initial letter or letters of each of the successive parts or major parts of a compound term.

ACTIVITY—An organizational unit designated to perform a specific mission or function.

ALLOWANCE—Monetary entitlement paid to a member to provide for facilities, services, or goods.

BAH—Basic allowance for housing.

BAS—Basic allowance for subsistence.

BUMED—Bureau of Naval Medicine

BUPERS—Bureau of Naval Personnel.

CA—Convening authority, used in naval justice matters.

CACO—Casualty Assistance Calls Officer.

CACP—Casualty Assistance Calls Program.

CENTRALIZED FILES—A filing system wherein the official files of a command are maintained in one centralized location.

CHNAVPERS—Chief of Naval Personnel.

CLASSIFIED MATERIAL—Any matter, document, product, or substance on or in which classified information is recorded or embodied.

CLASSIFYING—As used in correspondence filing, the process of determining the correct subject group codes under which correspondence should be filed.

CLEARANCE—As used in relation to classified information, an administrative determination by competent authority that an individual is eligible for access to classified information of a specific classification category.

CODING—As used in correspondence filing, the process of writing the file number or codes on the papers to be filed.

CONFIDENTIAL—The security classification category used to identify material the unauthorized disclosure of which could reasonably be expected to cause damage to the national security.

DECENTRALIZED FILES—A filing system wherein the official files of a command are maintained in the department having primary responsibility for the subject matter of the files.

DIRECTIVE—An instruction, notice, or change transmittal.

DOD—Department of Defense.

DON CAF—Department of the Navy Central Adjudicating Facility.

DODFMR—Department of Defense Military Pay and Allowance Entitlements Manual.

DON—Department of the Navy.

DON ISP—Department of the Navy Information Security Program.

DON PSP—Department of the Navy Personnel Security Program.

DSS—Defense Security Service.

DTG—Date-time group.

ENLTRANSMAN—Enlisted Transfer Manual.

EPMAC—Enlisted Personnel Management Center.

EVAL—Enlisted performance evaluation report.

FITREP—Officer fitness report.

FOUO—For Official Use Only.

FSH—Family separation housing.

GCM—General court-martial, used in naval justice matters.

JAGMAN—Manual of the Judge Advocate General.

JFTR—Joint Federal Travel Regulations.

JULIAN DATE—The consecutive day of the calendar year.

LES—Leave and earnings statement.

MANMED—Manual of the Medical Department.

MAPTIS—Manpower, Personnel, and Training Information System.

MCM—Manual for Courts-Martial, United States.

MILPERSMAN—Naval Military Personnel Manual.

NAC—National agency check.

NAVCOMPT—Navy Comptroller.

NAVMEDCOM—Naval Medical Command.

NEC—Navy Enlisted Classification Code.

NJP—Nonjudicial punishment.

NTI—Navy Travel Instructions.

ODCR—Officer Distribution Control Report.

OFFTRANSMAN—Officer Transfer Manual.

PASS—Pay/Personnel Administrative Support System.

PAY—Monetary entitlement based on professional services performed by a member.

PER DIEM—The allowance authorized to cover the cost of quarters, subsistence, and other necessary incidental expenses related to travel.

PR—Periodic reinvestigation.

PRP—Personnel Reliability Program.

PSD—Personnel Support Detachment.

PSI—Personnel security investigation.

RATE—The military rate of an enlisted person, such as PO3, CPO, MCPO.

RATING—The professional rating of an enlisted person, such as Yeoman, Personnelman, Quartermaster.

SCM—Summary court-martial, used in naval justice matters.

SDSPROMAN—Source Data System Procedures Manual.

SECRET—The security classification category used to identify material the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security.

SNDL—Standard Navy Distribution List.

SORM—Standard Organization and Regulations of the U.S. Navy.

SPCM—Special court-martial, used in naval justice matters.

SSBI—Single-Scope Background Investigation.

TEMADD—Temporary additional duty.

TICKLER—System used to remind report preparer when recurring reports are due.

TOP SECRET—The security classification category used to identify material the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security.

UCMJ—Uniform Code of Military Justice.

UPB—Unit Punishment Book.

ZIP CODE—Zone improvement plan; a five- or nine-digit number that identifies each postal delivery area in the United States.

APPENDIX II

REFERENCES USED TO DEVELOP THE TRAMAN

NOTE: Although the following references were current when this NRTC was published, their continued currency cannot be assured. Therefore, you need to be sure that you are studying the latest revision.

Chapter 1

Navy Customer Service Manual, NAVEDTRA 14056, Naval Education and Training Command, Pensacola, FL, 1993.

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Register of Retired Commissioned and Warrant Officers, Regular and Reserve, of the United States Navy, NAVPERS 15939, Bureau of Naval Personnel, Millington, TN. (Available on BUPERS CD-ROM or from BUPERS website only.)

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